

10 October 1969

FILE Training-3

NOTE FOR: Mr. Bannerman via Mr. Coffey

SUBJECT : Background for your Briefing on Seminar Group #3

1. In response to questions you raised in [] briefing
10 October, here are figures taken from the Career Service Grade
Authorization Report showing the On Duty Strength as of 31 August 1969:

25X1

GS-13

GS-14

GS-15

25X9



2. Support Careerists and MEDC.

a. By Year

<u>63</u>	<u>64</u>	<u>65</u>	<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>TOTAL</u>
10	26	27	22	30	36	35	= 186

b. By Career Service

<u>S</u>	<u>ST</u>	<u>SP</u>	<u>SF</u>	<u>SL</u>	<u>SS</u>	<u>SC</u>	<u>SM</u>
17	22	30	24	25	27	36	5 = 186

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-2-

25X9

3. The MEDC grade groups are generally GS-13 and GS-14, totaling people in the DD/S. Average yearly attendance has been 26.5 people, or of those present grade groups.

25X1



Support Operations Staff/DDS

25X1

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25 September 1969

25X1

NOTE FOR: Mr. Bannern

SUBJECT : Third Problem Solving Seminar

25X1

Place:

Time: 19-24 October 1969

Grade Group: GS-13

Problem: "What ^{*selected} kind of midcareer training should be given to ^{* Professional} employees not qualified for the Midcareer Executive Development Course (MEDC)?" Full statement of the Problem is attached.

25X1

Sponsor: Office of Training

Liaison Officer:

OTR

Coordinator:

OTR

Briefing Schedule:

25X1

A. brief the DD/S

10 October, Friday, 1030 hours in DD/S Office.

will be at with Second Seminar);

25X1

25X1

B. DD/S brief Seminar Group

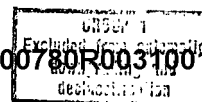
13 October, Monday, 2 p.m. in DD/S Conference Room;

C. OTR brief Seminar Group

15 October, Wednesday, 1 p.m., D/OTR Conference Room 819 Glebe Road

* Changed per Mr. Baunerman 10/10/69.
P.

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25X1

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Next 1 Page(s) In Document Exempt

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16 December 1969

NOTE FOR: Mr. Coffey

SUBJECT : Problem Solving Seminar #5 - 11-16 January 1970

"What steps can be taken to ensure open and mutually understanding communication between DD/S management at all levels and the young professional, and how can young professional employees be increasingly involved in major problems and the decision making process?"

Per our conversation 16 December 1969:

1. I've gone over the problems submitted by the Offices; I find none suitable for collateral treatment with the Problem assigned to the Group as stated above. List of problems is attached.

2. The following questions might put a focus on Group #5 approach - thru the "causes" - "effects" and "contributions" aspects - that possibly would differ from Group #4 treatment. Of course, we wouldn't know until both are over.

Drawing on your experiences to date:

- Do you feel that there is indeed a communications gap between DD/S management at all levels and the young professional?

- If so, cite specific areas, give your explanation of causes for it and assessment of the effects of it.

- Outline corrective measures to be taken.

How do you propose that those measures -- and possibly others -- might be effectively used to provide the young professionals with an involvement in major problems and decisions?

- Give your assessment of the contributions (citing some examples you may have to offer) that young professionals, with a voice, might make to the solution of management problems.

3. Once again, Group #5 (with OC alternate) comprises the age group initially intended (average 31), with 7.5 years of average service.

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31 DEC 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Problem Solving Seminar

1. Suggest these problems for the next three seminars:

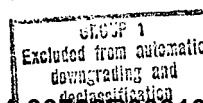
a. Seminar #5

25X1

Date : 15 - 20 February 1970
Place :
Sponsor : OF
Grade Group: Flexible. Request Offices to nominate a senior Finance, Logistics, or Support Officer.
Background :

Our FPA system was initially established because of a General Accounting Office requirement that each agency maintain as an integral part of its accounting system a reliable system of records and related procedures to provide a proper accounting for the Government's investment in property for which the agency has management responsibility. Over the years there have been refinements in Agency policy and procedures in this area. Such refinements were directed in the main toward achieving a proper balance between results and benefits to Agency management. The two principal benefits of the present system are: (1) provides assurance that supplies and equipment for which payment is made is formally documented within the Logistics System as property for which Office of Logistics is responsible and (2) provides a means through the utilization of the property requisitioning authority technique and associated budgeting and accounting procedures for budgetary control over utilization of property. Under these techniques individual Agency components budget for property requirements but the ultimate responsibility for procurement of property and for inventory management is assumed by the Office of Logistics.

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Problem:

Evaluate the effectiveness of our FPA system in terms of whether benefits derived warrant the cost and manpower required for maintenance of the system and recommend any needed improvements.

b. Seminar #6

Date : 5 - 10 April 1970
Place :
Sponsor : SIPS Task Force
Grade Group: GS-14
Background :

25X1

OC submitted the following as a problem area for consideration in a Problem Solving Seminar: How can the Office of Communications, as a very large office, oriented towards overseas service and faced with rapidly increasing TDY requirements, best provide administrative/personnel support to our people with the limited admin/personnel group that we have? What role can Automatic Data Processing play in providing increased service without increases in admin/personnel T/O's?

We suggest that this subject be addressed from an over-all Directorate point of view, Headquarters and Field, sponsored by the SIPS Task Force, and the "problem" rephrased as follows:

Problem:

"What role can Automatic Data Processing play in providing increased - and improved - administrative, logistics and personnel service and support without increase in T/O's?"

NOTE:

Pursuant to previous discussions, we further suggest that the candidates for this Seminar #6 be enrolled in the Advanced Management-Planning Course from 15-20 February.

- 2 -

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c. Seminar #7

25X1

Date : 10 - 15 May 1970
Place : [redacted] site of Senior Management Course)
Sponsor : OP
Grade Group: GS-13
Background :

It is recognized that this Agency has certain very necessary but built-in obstacles in its recruitment and selection processes. The time factor alone involved in the processing of a new applicant often results in the loss of a highly qualified employee before he can be entered on duty.

Problem :

Is it possible to reduce the processing time (Security, Personnel, Medical) for clerical and professional personnel?

2. If these suggestions meet with your approval, we will prepare the necessary memos to the Offices for your signature.

5/
[redacted]
Support Operations Staff/DDS

25X

25X1

cc: DD/S-CMO [redacted]

Distribution:

Orig - Addressee

1 - DD/S Subj

1 - DD/S Circulo

✓ 1 - DD/S-SOS

DD/S-SOS:JRP:reg (31 Dec 69)

- 3 -

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Subjects for Problem Solving Seminars

I offer the following problems for discussion at future Problem Solving Seminars:

a. What procedures are used by Support Career Services to identify those who will be promoted from grade to grade? Are there differences between offices? Are there good methods used by one office that would have application to another office? Are there differences in the degree of attention given to various grades? Are promotions automatic up to grade GS-11? Does one office offer more opportunity for promotion than another? What are the major factors of consideration that ensure promotion? What prevents promotion? At what point or points does an individual level off? Should individuals be told that they have leveled off? Should promotion lists be published? Should a man carry his grade on his back and be promoted regardless of the grade of the position to which he is assigned?

b. What choices of cover titles are there for Support Officers? What are the procedures used for the selection of types of cover and titles for Support Officers? What consideration is given to protect the cover of young Support Officers who have not been opened up as Agency employees? What cover can be devised for Support Officer duties in Headquarters?

c. What can be done to reduce the amount of time devoted to the management of property in the field? Can inventory control in the field be reduced to line item control only? Can dollar value of inventories be completed in Headquarters and field dollar value of inventories be dropped?

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Subject: Subjects for Problem Solving Seminars

d. What advantages would accrue if Headset teams included Logistics representation? Can Headset teams provide record and account keeping services for stations?

e. How successful is our policy for the housing of staff employees [redacted]? Do we actually live higher on the hog than our counterparts? Are distinctions made by grade or number of dependents in the administration of [redacted]

25X1

25X1

25X1

[redacted]
Career Management Officer
Deputy Director for Support

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